



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 30, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 31, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, September 14, 2016**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Surveyor In Training License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

LS I

Surveyor
Region 4/District 6/Program Development
Highways Project Implementation
Springfield

Attachments
41227

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, September 14, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Surveyor In Training License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Land Surveyor I

Salary Range: \$3,605 - \$6,710

Position Title: Surveyor

Union Position: ☒ Yes ☐ No

Position Number: PW801-23-56-301-50-01

IPR#: 41227

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Program Development/126 E Ash St., Springfield, IL

Description Of Duties:

This position assists in obtaining field survey measurements by operating and reading instruments used in conducting route, bridge, hydraulic and property surveys.

Special Qualifications:

Required:

- Surveyor-In-Training license
- Valid driver's license
- Travel with occasional overnight stays; and overtime

Desired:

- Knowledge of mathematics, survey computer programs and survey computations applicable to the work
- Experience with GPS collection and processing
- Understanding of GEOPAK software
- Experience directing survey crews

Shift/Remarks:

Work Schedule:

- 40/hrs week, 10 hour days (from April to November), 6:00 am - 4:30 pm, Monday – Thursday (1/2 hour lunch)
- 40/hrs week, 8 hour days (from November to April) 7:30 am - 4:00 pm, Monday – Friday (1/2 hour lunch)

***Requires outdoor work in a variety of conditions including, but not limited to, active construction sites, drilling sites, and roads open to traffic.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	February 2014	POSITION:	Surveyor
APPROVED BY:	<i>Roger Driskell</i>	OFFICE/DIVISION:	Highways Project Implementation/District 6 Program Development
CODE:	PW801-23-56-301-50-01	REPORTS TO:	Senior Survey Crew Chief

Position Purpose

This position is accountable for assisting in obtaining field survey measurements by operating and reading instruments used in conducting route, bridge, hydraulic and property surveys.

Dimensions

Number of Surveys:	50 to 100 surveys of .5 mile to 20 miles in length throughout 15 counties
Value of Design contracts:	\$50,000 to \$20 million
Survey Equipment Value:	\$25,000 to \$75,000

Nature and Scope

This position reports to the Senior Survey Crew Chief as do two Senior Surveyors. There are no subordinates reporting to this position.

Under direction of the Senior Survey Crew Chief, the position functions as a member of a survey crew and furnishes accurate data from the instrument readings. S/He works very closely with other members of the team, frequently under physically demanding conditions and must maintain a cordial and efficient relationship with the crew members.

The greatest challenge to this position is to ensure accurate instrument readings and measurements to correctly reflect the topographic features of the area surveyed. Typical problems of this position include proper maintenance and calibration of surveying instruments, obtaining accurate and properly documented survey information and maintaining cordial relationships with property owners on whose land s/he must access to obtain the survey data.

The incumbent is personally responsible for recording survey data, taking instrument readings and performing calculations under general direction. This position is personally responsible for the proper operation of the surveying instruments. S/He evaluates and checks angles turned, distances measured, calculations and closures recorded in the field book by the Survey Crew Chief and ensure that the readings and calculations are recorded in an understandable manner to facilitate their use in the preparation of the plans. The incumbent locates topographic features, property lines, cross sections and right-of-way stakes as well as taking the necessary instrument readings to establish and place horizontal and vertical controls along the survey lines. S/He assists in setting up and operating the total station, GPS, and level as well as maintaining the necessary survey supplies. The incumbent performs routine calculations and prepares preliminary drafts. S/He assists in searching court records for the name of owners and the property descriptions. The incumbent also assists in flagging traffic and setting barricades when survey crews are operating on or near roadways. The incumbent must ensure that readings and calculations are recorded in an understandable manner to facilitate use in plan preparation.

The incumbent completes assignments with limited latitude in accomplishing responsibilities. This position operates within departmental policies and established surveying principles. S/He refers any problems to the Survey Crew Chief for resolution or further action.

Work Schedule:

40/hrs week, 10 hour days (from April to November), 6:00 am - 4:30 pm, Monday – Thursday (1/2 hour lunch)

40/hrs week, 8 hour days (from November to April) 7:30 am - 4:00 pm, Monday - Friday (1/2 hour lunch).

The following items are all required: a valid driver's license; traveling with occasional overnight stays; overtime; outdoor work in a variety of conditions including, but not limited to, active construction sites, drilling sites, and roads open to traffic.

This position has regular contact with the Bureau of Program Development to obtain necessary survey information and with the Bureaus of Operations and Project Implementation regarding interpretation of recorded survey data. External contacts include land owners, private surveyors, county superintendents and city engineers for the purpose of obtaining information to proceed with survey assignments.

Performance can be evaluated by the timeliness and accuracy of survey information provided.

Principal Accountabilities

1. Collects accurate and meaningful survey data obtained through the use of surveying equipment.
2. Performs routine calculations and the preparation of preliminary drafts showing topographic features.
3. Sets barricades and acts as flag person for survey crews working on or near the roadway.
4. Cleans, repairs and maintains surveying equipment.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.